

# Emma Gira

## PROJECT MANAGEMENT & INFORMATION SYSTEMS

### WORK EXPERIENCE

#### ACCESSIBILITY INSPECTOR

Canadian Human Rights Commission |  
April 2024 – Present

- I work with the Accessible Canada Act and Regulations, ensuring that regulated entities comply with federal accessibility standards and policies.
- With delegated powers from the Accessibility Commissioner, I have the ability to refer non-compliant organizations for enforcement action.
- I work within a team to analyze and assess the content of accessibility documentation.
- I use advanced research, databases, and other tools to determine jurisdiction, as well as identify subsidiaries and parent organizations for regulatory oversight.

#### PROJECT SERVICES OFFICER

Employment & Social Development Canada |  
September 2021 – April 2024

- I managed large recruitment projects and provided tech support solutions to all of our team members.
- I coordinated staffing project tasks, data input, and data retention efforts.
- I utilized advanced Excel functions, VBA, charts, and pivot tables, and PowerBI for efficient data analysis.
- Through decisive research, I compiled automation scripts in Excel VBA, PowerShell, and PowerAutomate, reducing certain stage timelines by at least 80%.
- I managed thousands of applicant and project files, ensuring organizational and IM procedures were followed.
- I acted as a tech troubleshooting resource for the team, including leadership.
- I oversaw communication with all project stakeholders and replied to stakeholder inquiries.
- I prepared project updates, communication emails, end-of-project reports, best practices and procedural suggestions.
- I trained other Project Officers how to carry out projects efficiently and to a high standard.

### HIGHLIGHTS

**I'm great with computers and quick to pick up new applications. I enjoy researching, and learning; I am curious. I use my knowledge to make projects more efficient and improve user experience.**

### EDUCATION

**Bachelor of Management**  
University of British Columbia  
June 2016

### CERTIFICATIONS

**Project Management Professional® (PMP)**  
Project Management Institute©  
2025, Score: Above Target

**Certified Associate in Project Management® (CAPM)**  
Project Management Institute©  
2021, Score: Above Target

### CONTACT ME AT:

eacgira@gmail.com  
**eagira.com**

I acknowledge that my place of residence is within the ancestral, traditional & unceded territory of the Tk'emlúps te Secwépemc.

## WORK EXPERIENCE

### PROJECT SERVICES ADVISOR

Employment & Social Development Canada |  
May 2022 - October 2022 (Acting AS-04)

- I worked closely with Project Managers & Team Leaders to provide support for project work.
- I taught peers how to use software, applications and technology; I explained the logic and rationale behind complex situations and conditions, and fixed problems brought to me.
- I tracked and analyzed project performance via summary data and reports of each process. I designed, created, tested, and refined the complex workbooks that calculate the metrics used to do this. These excel modules enable assessors to easily track and reference applicant information.
- I prepared bi-weekly reports for the Senior Manager.

### HUMAN RESOURCES ASSISTANT

Correctional Service of Canada | July 2018 -  
March 2020

- I maintained a data entry accuracy rate of 96%. Data entered interacted with the unpredictable Phoenix Pay System; therefore correct entry was vital.
- I managed 6 site portfolios across Western Canada; I effectively managed a total of 15 process projects.
- I worked with HR Advisors (project leaders), hiring managers and applicants to complete processes
- I processed 300+ staffing files for new and current employees. I managed up to 65 files at a given time, where the modal number of files assigned to my peers was typically around 40 files.
- I trained & assisted all new staff members.
- I drafted employment contracts, and managed employee staffing information.
- I troubleshooted problems in Oracle Peoplesoft.

## SKILL SUMMARY

Microsoft Excel	Excellent
Visual Basic for Applications	Advanced
PowerSuite	Intermediate
General Tech Skills	Fantastic
Project Management	Unparalleled
Research & Documentation	Seasoned
Problem Solving	Remarkable
Client Service	Fast & Effective
Organization	Mastered
Teaching	Experienced
Presentations	Comfortable